

# Export Documentation Seminar: “Calling All Exporters”

## FOCUS OF THE SEMINAR:

This seminar assists Connecticut firms in learning how to prepare and process export documentation. The workshops will focus on the principal documents required for export shipments. Included seminar components:

- Export documents, their function and preparation
- Terminology, resources available to exporters
- Common problems with preparation and processing of export documents
- Mechanics of the export process
- Working with export service providers
- Newly implemented Automated Export System (AES)
- Incoterms

## WORKSHOP SPEAKER:

**Mr. Robert J. Gresham** –International Manager, *BAX Global, East Granby, Connecticut*. Mr. Gresham has more than thirty years experience in transportation, primarily in the export market. Mr. Gresham has conducted a number of seminars aimed at helping exporters to understand the changing documentation requirements. The understanding of the types of documents and how they are used has helped many companies streamline their internal processes, this resulting in increased export sales. BAX Global is a worldwide supply chain management and transportation solutions company with a global network of more than 500 offices in more than 123 countries. BAX Global has been in business for more than thirty years.

## PROGRAM:

### Time 1:00 to 2:00

#### **Export Documentation**

- INCOTERMS
- In House vs. Outsourced Prep
- Documentation
- Transportation choices

### *Break—Refreshments*

### Time 2:15 – 4:30

#### **Shipping Documentation**

#### **Government laws & regulations and compliance/control options/obligations**

- Documentation and how they are used:
  - Commercial invoice
  - Certificate of origin
  - Shipper’s letter of instruction
  - Transportation documents
- Export Administration Regulations
- Shipper’s Export Declaration/AES - NEW
- Shipping Process and service providers

Each attendee will receive a study guide and The Dictionary of International Trade, compliments of BAX Global.

## REGISTRATION FORM:

Registration Fee: \$35.

Register online using a credit card at

[www.thinkglobal.net/dec](http://www.thinkglobal.net/dec)

or

Return this registration form to:

CT District Export Council

c/o U.S. Department of Commerce,

213 Court St., Suite 903,

Middletown, CT 06457

Please make check payable to **CT District Export Council**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

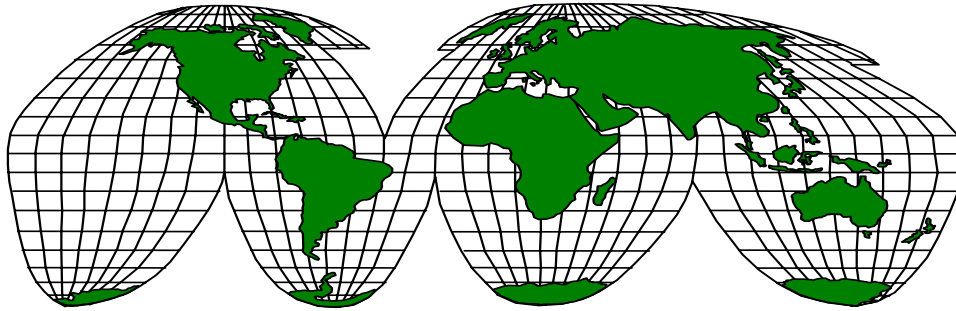
City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name(s) \_\_\_\_\_

# **Export Documentation Seminar**

***“Calling all Exporters”***



**Fall 2005**

**Wednesday, October 26, 2005**

## **Co-Sponsors:**

CIBER/School of Business/UCONN  
The Connecticut Department of Economic and Community Development  
Connecticut District Export Council  
U.S. Department of Commerce,  
Middletown Export Assistance Center  
U.S. Postal Service  
The University of Connecticut Small Business Development Center

**SAVE THE DATE: November 15<sup>th</sup> & 16<sup>th</sup>  
U.S. Export Control Seminar  
Middletown, CT**

## **DIRECTIONS TO THE MIDDLETOWN CORPORATE CENTER:**

Route 9 South, take exit 15 (Route 66). Drive to the first light and turn left onto Main Street. Take the next Right onto Court Street (one way). The Corporate Center garage is on your left. Exit the garage on the 3<sup>rd</sup> level to enter the building. Your parking ticket will be validated at the security desk as you enter the building.

**U.S. Postal Service  
Business Center  
99 East River Drive  
East Hartford, CT 06108-9631**